

Message Text

UNCLASSIFIED

PAGE 01 LIMA 07070 01 OF 02 290054Z

73

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 OPR-02 L-03 PA-02 OMB-01 SY-05

PER-03 FSE-00 A-01 MMO-04 /033 W

----- 129425

P 282036Z AUG 75

FM AMEMBASSY LIMA

TO SECSTATE WASHDC PRIORITY 6543

UNCLAS SECTION 1 OF 2 LIMA 7070

EO 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353; STATE 179745 AND A-4872

THE FOLLOWING SHOWS THE EMBASSY RECORD HOLDINGS BROKEN
DOWN BY SECTIONS. (ADM, RSO, C&R, B&F, PER,CONS, AND GSO)

I. ADMINISTRATIVE OFFICE

I. NAME OF RECORD -

SALES AND IMPORTATION OF PERSONAL PROPERTY CONVERSION
OF CURRENCY.

II. CATEGORY OF INDIVIDUAL

NAMES OF U.S. GOVERNMENT EMPLOYEES REQUESTING
PERMISSION FOR SALE OR IMPORTATION OF PERSONAL
PROPERTY.

NAMES OF U.S. GOVERNMENT EMPLOYEES REQUESTING
PERMISSION FOR CONVERSION OF PERUVIAN SOLES TO
U.S. DOLLARS.

III. CATEGORY OF RECORD

SALE AND IMPORTATION OF PERSONAL PROPERTY
CONVERSION OF CURRENCY.

IV. AUTHORITY

FAMC 378, FEBRUARY 1, 1966

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 LIMA 07070 01 OF 02 290054Z

V. ROUTINE USES
GAO AND IRS

VI. RECORD MANAGMENT POLICY AND PRACTICE -
STORAGE - FILE FOLDERS
RETRIEVABILITY - BY NAME (POST ONLY)
SAFEGUARDS - CAR LOCK FILE. RELEASED ONLY BY
AUTHORIZATION OF ADMINISTRATIVE COUNSELOR
RETENTION AND DISPOSAL - INDEFINITELY.

VII. SYSTEM MANAGER -
ADMINISTRATIVE COUNSELOR

VIII. SOURCES - N/A

2. SECURITY OFFICE

I. NAME OF RECORD :
INVESTIGATIVE FILES

II. CATEGORY OF INDIVIDUAL -
NAMES OF THOSE PERSONS APPLYING FOR U.S. GOVERNMENT
EMPLOYMENT, AND UPDATING OF SECURITY CLEARANCES FOR
EMPLOYEES WITHIN THE U.S. GOVERNMENT.

III. CATEGORY OF RECORD -
VERIFICATION OF TIME SPENT IN AREA OF REGIONAL
COVERAGE:
EMPLOYMENT, RESIDENCE, ETC.

IV. AUTHORITY -
EO 10450

V. ROUTINE USES:
ALL U.S. GOVERNMENT AGENCIES TO WHERE INDIVIDUAL IS
EITHER EMPLOYED OR SEEKING EMPLOYMENT.

VI. RECORD MANAGMENT POLICY AND PRACTICE -
STORAGE - FILE FOLDERS
RETRIEVABILITY, BY INDIVIDUAL NAME
SAFEGUARDS - CONTAINED IN COMBINATION SAFES WITH ACCESS
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 LIMA 07070 01 OF 02 290054Z

ONLY BY AMERICAN CLEARED PERSONNEL.
RETENTION AND DISPOSAL - FILES ARE KEPT FOR ONE
YEAR AND THEN DESTROYED WITH CARD INDEX FILED
BY NAME PERMANENTLY KEPT IN OFFICE.

VII. SYSTEM MANAGER -
ADMINISTRATIVE COUNSELOR

VIII. SOURCES -

PREVIOUS EMPLOYMENT, PAST REFERENCES, PAST RESIDENCES,
AND DEVELOPED SOURCES.

3. COMMUNICATIONS & RECORDS -

ALL RECORDS ARE RETRIEVABLE IN THE DEPT OF STATE.

4. BUDGET AND FISCAL OFFICE -

I. NAME OF RECORD -

A. ALLOWANCES. TLA, LQA, EDUCATION

B. TRAVEL AND TRANSPORTATION

II. CATEGORY OF INDIVIDUAL

FILES ARE SET UP TO SUPPLY INFORMATION ON ALL GRANTS
AND EXPENSES INCURRED FOR THE TWO ITEMS ABOVE ON I.

III. CATEGORY OF RECORD

NOT APPLICABLE

IV. AUTHORITY

A. 3 FAM 310

B. 4 FAM 417.5

V. ROUTINE USE

REQUESTS FROM GAO AND SECURITY OFFICE ARE OFTEN
SUPPLIED.

VI. RECORD MANAGEMENT POLICY AND PRACTICE

A. FILE FOLDERS

B. FILED BY NAME

C. UNLOCKED CABINET

D. ACCORDING TO RECORDS MANAGEMENT HANDBOOK INSTRUCTIONS

UNCLASSIFIED

UNCLASSIFIED

PAGE 04 LIMA 07070 01 OF 02 290054Z

VII. SYSTEM MANAGER

ADMINISTRATIVE COUNSELOR

VIII. SOURCES

N/A

5. CONSULAR SECTION

I. NAME OF RECORD

REGISTRATION CARDS

II. CATEGORY OF INDIVIDUAL

A. UNITED STATES CITIZENS REGISTERED AT EMBASSY

III. CATEGORY OF RECORD

NAME OF INDIVIDUAL. DATE AND PLACE OF BIRTH. LOCAL AND
U.S. ADDRESS. TELEPHONE NUMBER. EVIDENCE OF U.S. CITIZEN-
SHIP. PASSPORT INFORMATION. INTENDED LENGTH OF STAY.

IV. AUTHORITY

EO 11295 AUGUST 5, 1966 SEE (8 FAM 261.1)

V. ROUTINE USE

A. REQUESTS FOR WELFARE AND WHEREABOUTS

B. ASSESSMENT ON NUMBER OF US CITIZENS RESIDENTS

VI. RECORD MANAGEMENT POLICY AND PRACTICE

A. CARD FILE

B. FILED BY NAME

C. LOCKED CABINET

VII. SYSTEM MANAGER

ADMINISTRATIVE COUNSELOR

VIII/ SOURCES

N/A

6. GENERAL SERVICES OFFICE

I. NAME OF RECORD

A. TRAVEL & TRANSPORTATION

UNCLASSIFIED

UNCLASSIFIED

PAGE 05 LIMA 07070 01 OF 02 290054Z

B. VEHICLES

II. CATEGORY OF INDIVIDUAL

CONTAINS INFORMATION RELATED TO TRAVEL AND
SHIPMENT OF EFFECTS AND POVS.

III. CATEGORY OF RECORD

TYPES OF INFORMATION CONTAINED ON EACH EMPLOYEE:

A. TRAVEL PERFORMED.

B. INBOUND AND OUTBOUND MOVEMENT OF EFFECTS.

C. SHIPMENT AND SALE OF POVS.

IV. AUTHORITY

6 FAM 110.1

V. ROUTINE USES

GENERAL OFFICE USE FOR STATE, USIA, DEA & AID.

VI. RECORD MANAGEMENT POLICY AND PRACTICE

A. STORAGE

1. FILE FOLDERS, BAR-LOCK CABINET

2. ALPHABETICALLY

3. BY NAME

B. B. RETRIEVABILITY
BY NAME

C. SAFEGUARDS
BAR LOCK CABINET

D. RETENTION AND DISPOSAL
RECORDS MANAGMENT HANDBOOK

VII. SYSTEM MANAGER
ADMINISTRATIVE COUNSELOR

VIII. SOURCES
N/A

UNCLASSIFIED

NNN

UNCLASSIFIED

PAGE 01 LIMA 07070 02 OF 02 290041Z

73
ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 OPR-02 L-03 PA-02 OMB-01 SY-05

PER-03 FSE-00 A-01 MMO-04 /033 W
----- 129259

P 282036Z AUG 75
FM AMEMBASSY LIMA
TO SECSTATE WASHDC PRIORITY 6544

UNCLAS SECTION 2 OF 2 LIMA 7070

7. PERSONNEL OFFICE

I. NAME OF RECORD
A. INDIVIDUAL DOSSIERS
B. PERFORMANCE EVALUATION
C. MEDICAL

II. CATEGORY OF INDIVIDUAL
AMERICAN EMPLOYEES OF STATE AND USIA ASSIGNED TO
EMBASSY LIMA

III. CATEGORY OF RECORD

A. EMPLOYMENT DATA, PERSONNEL ACTIONS, TRAVEL ORDERS,
MISC. OTHER RECORDS CONCERNIN ASSIGNMENT.

B. ANNUAL AND INTERIM PERFORMANCE EVALUATION REPORT
COPY.

C. HOSPITALIZATION AUTHORIZATIONS, CORRESPONDENCE
RELATING TO ILLNESS.

IV. AUTHORITY
3 FAM 092.1
093.2-2A & 532.1
685

V. ROUTINE USES
USIA
UNCLASSIFIED

UNCLASSIFIED

PAGE 02 LIMA 07070 02 OF 02 290041Z

PURPOSE: PERSONNEL REFERENCE (EXECUTIVE OFFICER)

VI. RECORD MANAGMENT POLICY AND PRACTICE
STORAGE - FILE FOLDERS
RETRIEVABILITY - BY NAME
SAFEGUARDS - COMBINATION SAFE AND BAR LOCK FILE
CABINET. RELEASED ONLY BY AUTHORIZATION OF ADMIN COUNSELOR.
RETENTION AND DISPOSAL - IN ACCORDANCE WITH 3 FAM
093-5-1. AND RECORDS MANAGEMENT HANDBOOK APPENDIX B853. NO 13503

VII. SYSTM MANAGER
ADMINISTRATIVE COUNSELOR

VIII. SOURCES
NOT APPLICABLE
DEAN

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 28 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975LIMA07070
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750298-1074
From: LIMA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750810/aaaaaidm.tel
Line Count: 315
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 6
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353, 75 STATE 179745, 75 STATE A-4872
Review Action: RELEASED, APPROVED
Review Authority: ellisoob
Review Comment: n/a
Review Content Flags:
Review Date: 26 NOV 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <26 NOV 2003 by ThomasVJ>; APPROVED <07 JAN 2004 by ellisoob>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006